

## GALLERY HOSTING REQUIREMENTS

1. Member artists submitting their work for display during the current month must host one three-hour gallery shift if 1 to 3 entries are submitted. If 4 or 5 entries are submitted, member artists must host two three-hour gallery shifts. Gallery hosting requirements are based on the number of pieces submitted, not on the number of pieces accepted. **If an artist's piece is rejected for a juried show, he or she must still honor scheduled hosting assignments.**
2. Artists may sign up for hosting time-slots only on take-in day. **No hosting assignments may be made or changed at any other time without the prior approval of the Director of Gallery Operations.** During take-in day, hosting assignments are issued on first come, first serve basis. If there are more members entering pieces for display than there are time-slots available in the current month, the overflow will be assigned time-slots in the following month. **UNDER NO CIRCUMSTANCES WILL HOSTING ASSIGNMENTS BE ISSUED FOR THE FOLLOWING MONTH UNTIL ALL OF THE OPEN HOSTING SLOTS FOR THE CURRENT MONTH HAVE BEEN FILLED.**
3. It is the artist's responsibility to find a substitute if he or she cannot honor a hosting assignment. Trading time-slots with another member is permitted, or a paid host may be obtained from a list of available paid hosts published monthly in the *BRUSHMARK*. Members must notify the Director of Gallery Operations immediately of any time-slot trades or substitutions involving their hosting assignments. This is important to insure that hosts calling the next day hosts, to remind them of their sitting commitment, have the latest correct information.
4. If an artist misses a hosting assignment and does not make arrangements for a substitute, the artist must either sign up for two make-up hosting assignments or donate \$15 to the COAL Scholarship fund in order to retain the privilege to submit artwork in future shows.
5. The following members are exempt from gallery hosting for the current month's show as long as there are enough sitters to fill the current month calendar:
  - Current members of the Board of Directors.
  - Members of the Take-in day crew who actually work on Take-in day. (This is a month to month exemption.)
  - Members of the Hanging Committee who will actually work on hanging the current show. (This is a month to month exemption.)
  - Members of the Newsletter Folding Committee who will actually work on the current month's newsletter folding. (This is a month to month exemption.)
6. The Director of Gallery Operations maintains a list of members exempt from hosting responsibilities because of other duties in the organization. This list is available on request.
7. The Director of Gallery Operations maintains a second list of members excused from gallery hosting responsibilities for medical reasons by the Board of Directors. This list is confidential due to personal privacy rights.
8. If there are less non-exempted members entering pieces for display than there are time-slots to be filled, the Director of Gallery Operations is authorized to ask exempted members (from the first list) who have entered pieces in the current show to fill the open slots. Exempted members are expected, in good faith, to agree to fill the open sitting slots when asked unless they are faced with extenuating circumstances. If, after polling exempted members who have artwork entered in the current show, there are still unfilled sitting slots, the Director of Gallery Operations is authorized to ask other members, who do not have entries in the current show, to fill the open sitting slots.